GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
1. Establishment of Operating Logs • Logs should be established for all key control points including operations supervisor, and control room operator. • Provide narrative sections on round sheets when logs are not used at a particular control point.	1. Establishment of Operating Logs • Logs are maintained for all key shift positions, See, 1.B-2 "Logbook Keeping." • Narrative sections are provided on log sheets where appropriate.	1. Establishment of Operating Logs • None.
2. Timeliness of Recordings • Log information should be recorded as soon as possible to prevent inaccuracies.	2. Timeliness of Recordings • Operations logbooks are completed as events progress but in no case later than the end of each shift, see 1.B-2 "Logbook Keeping." •	2. Timeliness of Recordings • None.
3. Information to be Recorded Provide written guidance to define the type, scope, and format of entries. Minimum information required: • Changes in facility operating mode or condition • Record of critical data • Abnormal facility configurations • Status changes in safety-related or important equipment • Occurrences of reportable events • Initiation and completion of surveillance tests • Actions that breech operational safety limits • Security incidents • Out-of-specification chemistry or process results	3. Information to be Recorded • Information to be recorded is identified in, 1.B-2 "Logbook Keeping". Minimum information required: • changes in accelerator operating mode or condition • record of critical accelerator data and shift summaries • abnormal accelerator or experimental area configurations • status changes in safety-related or important equipment such as access control system changes • occurrences of reportable events • initiation and completion of check-off lists • actions that breech operational safety limits • security incidents such as theft • out-of-specification process results such as high beam losses	3. Information to be Recorded • None

GUIDELINE	PERFORMANCE	EXCEPTIONS & DEVIATIONS
• Shift reliefs	• shift and personnel changes	
4. Legibility • Logs must be legible, understandable and suitable for photocopying.	4. Legibility • The ASD Logbook is electronic, hence typed. Operations Staff check the logs to ensure that entries are appropriately done.	4. Legibility • None
5. Corrections • Do not erase or cover up entries; score them out with a single line.	5. Corrections • Entries can be added to but not erased, except by those with "privileged accounts".	5. Corrections • None.
6. Log Review • Logs must be reviewed periodically by supervisors.	6. Log Review • Logbooks, or photocopies, are made readily available and are reviewed each day during operations by supervisors and management. The most significant logs are reviewed by the Operations Manager.	6. Log Review • None.
7. Care and Keeping of Logs Provide written guidance on the disposition of completed logs: • Make available for operators returning after an absence • Storing for expected life of the facility • Retrieving stored logs	7. Care and Keeping of Logs The logbooks will be kept on-line for two (2) years and in backed-up form indefinitely. • On-line availability for operators returning after an absence is provided. • Storing for expected life of the facility has been agreed to by the SNS IT and MIS Groups • Retrieving stored logs is provided by SNS IT and MIS Groups	7. Care and Keeping of Logs • None.